NASA Headquarters

Washington, DC 20546

Code M
Space Data Systems
Standards Services
Process

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Space Data Systems Standards Services

Approved and signed by

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DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12-16-98	
Revision	A	04-16-1999	Revised as a result6 of DNV Pre-Registration audit. Section 5 modified to add NTAG meeting minutes as a product. Modified Section 6 action steps 1 & 5 for clarification & modified section 7 to agree with Record Retention schedule NPG 1441.1B.

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1.0 PURPOSE

The HQ OWI for Space Data Systems Standards Services process occurs within the OSF and contributes to the development of Space Data Systems standards that apply to Headquarters Enterprises' management of NASA's Scientific Research, Space Exploration, and Technology Development and Transfer missions.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining this document. The controlled version of the manual is available on the World Wide Web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at *http://hqiso9000.hq.nasa.gov.* By definition, any printed version of this OWI is uncontrolled. Any proposed revision to this manual is submitted by the AA for OSF or his designee. The AA for OSF or his designee, authorizes approval of the revision after an internal review by the Document Control Board.

2.0 SCOPE

This OWI covers those steps which are performed by NASA Headquarters, Code M personnel to develop and approve required NASA Technical Standards for space communications.

3.0 DEFINITIONS

Space Data Systems Standards - Administrative and technical documents that establish rules, technical specifications, requirements, and other criteria that support the engineering, design, functions, parameters, and interfaces of space data systems elements.
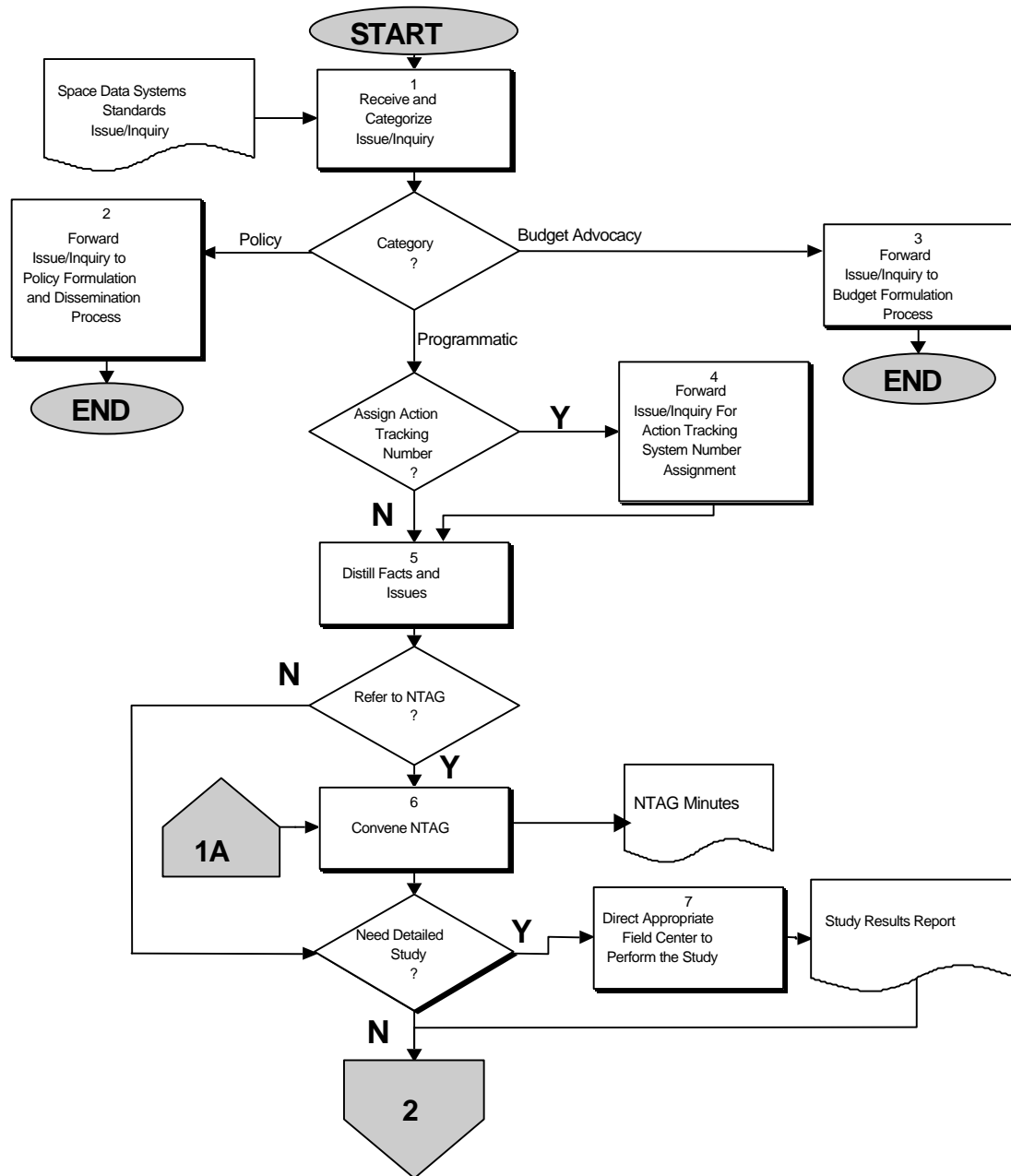
4.0 REFERENCES

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:
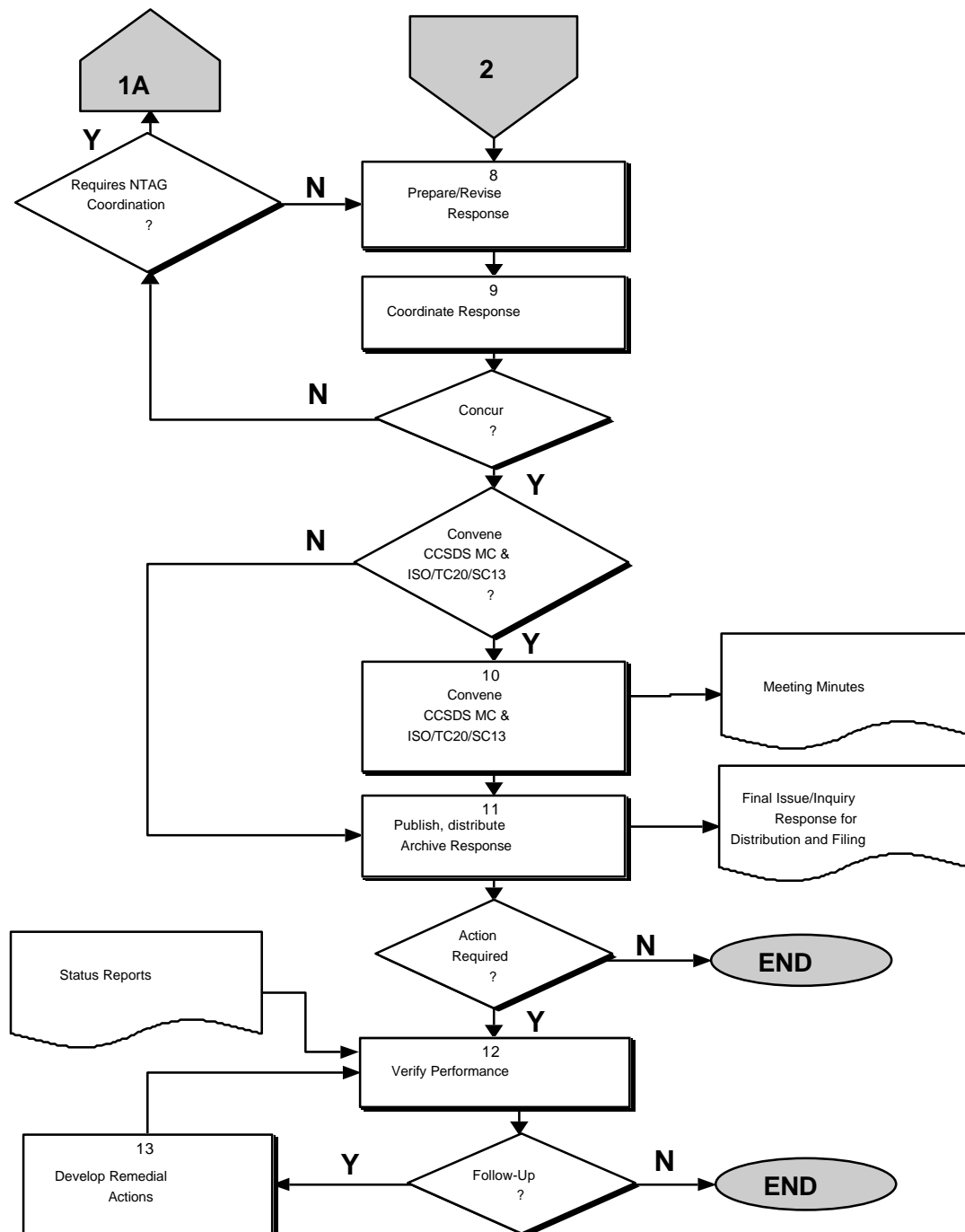
NPD 8070.6A	Technical Standards
NPD 8074.1A	Space Data Systems Standards
HQSM 1200A.1	Headquarters Quality System Manual

5.0 FLOWCHART

6.0 SPACE DATA SYSTEMS STANDARDS SERVICES PROCESS

NPD 8070.6A, Technical Standards, establishes policy and organizational responsibilities for the development, management, and use of technical standards on NASA programs. This NPD specifies that Officials-in-Charge of Headquarters offices are responsible for developing and approving required NASA Technical Standards in areas for which they have technical and/or functional responsibility; and approve waivers to standards designated as mandatory for which they are the responsible authority. The Office of Space Flight is responsible for space communications.

NPD 8074.1A establishes the policy by which the Office of Space Flight fulfills the responsibilities for Space Data Systems Standards as authorized in NPD 8070.6A, Technical Standards. This procedure describes the functions performed by the Headquarters Space Data Systems Standards Program Officer in establishing policy and providing budget advocacy, program oversight and external advocacy for the Space Data Systems Standards Program.

Actionee	Flowchart Reference	Action
M-7	1	Receive & Categorize Issue/Inquiry. Receive the inquiry or issue statement and determine and assign one or more categories to the issue/inquiry. The possible categories are: policy; budget advocacy; and/or programmatic. The Issue/Inquiry normally manifests itself in the form of minutes and Action Items from meetings, e-mail messages or normal correspondence.
M-7	2	Forward the issue/inquiry, if policy related, to the Policy Formulation and Dissemination Process for completion.
M-7	3	Forward the issue/inquiry, if budget related, to the Budget Formulation Process for completion.
M-7	4	Forward the issue/inquiry, if the significance of the item warrants, to the Code M Action Item Tracking System Administrator for assignment of an OSF Action Item Number.

M-7	5	Identify pertinent facts & issues from the Issue/Inquiry statement, if it is a programmatic issue. Review the facts and information available and determine whether or not the Issue/Inquiry should be referred to the NASA Technical Advisory Group (NTAG) for discussion. If "yes" convene a NTAG meeting. If "no" prepare/revise a response (Process Step 6).
M-7	6	Convene a meeting of the NTAG to discuss the Issues/Inquiries requiring a NASA position. Determine if a detailed study is required from a supporting organization before a NASA position can be established. If "yes" direct the appropriate organization to perform the study. If "no", prepare/revise a response (Process step 8). NTAG meeting minutes will be distributed within 30 calendar days.
M-7	7	Direct the appropriate organization to perform the study and to report the results of the study, if a detailed study is required.
M-7	8	Prepare/revise a response to the issue/inquiry based on the information available.
M-7	9	Coordinate the response with all impacted offices/organizations. Reiterate content of response until all concurrences are obtained by appropriately revising the response. If the non-concurrence comments are significant in nature, make a judgment if the NTAG must be reconvened to consider the comments. If "yes" return to Procedure 6. If "no" revise the response and repeat the concurrence cycle. Then determine if the Issue/Inquiry should be referred to the CCSDS Management Council and ISO/TC20/SC13. If "yes" refer the matter to the committees. If "no" proceed to publish, distribute and archive the response (Process 11).

M-7   10   Convene the CCSDS Management Council and ISO/TC20/SC13 meetings.

M-7   11   Publish, Distribute & Archive the Response. Finalize the response, distribute it within 30 calendar days to the offices/organizations/standards committees that are impacted and/or have an interest in the issue/inquiry. Maintain a file copy. Based on the final response determine if a specific action(s) is required. If no action is required the process is terminated. If action is required, the process continues.

M-7   12   Verify Performance to determine if the directed office(s)/organization(s) has (have) complied with the action specified in the response. If the action is complete the process is terminated. If the action is incomplete, determine remedial action (Process Step 13).

M-7   13   Determine remedial action, if the directed office(s)/organization(s) has (have) failed to comply with the response. Gather the relevant facts, assess the situation and develop remedial action to achieve compliance with the response. Until the action is completed, performance must be verified by iterative repetitions of the steps to verify performance and complete remediation actions.

7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
CCSDS Meeting Minutes	M-7	M-7	Hardcopy	Schedule 7 Item 4,A	Permanent. Retire to FRC 5 yrs after Supersession or completion of project.
ISO/TC20/SC13 Meeting Minutes	M-7	M-7	Hardcopy	Schedule 7 Item 4,A	Permanent. Retire to FRC 5 yrs after Supersession or completion of project.
Inquiry/Issue/Response Correspondence	M-7	M-7	Hardcopy	Schedule 7 Item 4,A	Permanent. Retire to FRC 5 yrs after Supersession or completion of project.
NTAG Minutes (Action Item Lists)	M-7	M-7	Hardcopy	Schedule 7 Item 4,A	Permanent. Retire to FRC 5 yrs after Supersession or completion of project.